

# Comdata Reconciliation Interface

## Modification Description

This mod allows reconciliation information to flow from Comdata to eCMS.

## Modification Licensing Requirements

The customer must enter into an agreement with both CGC and Comdata to use this interface. See the *Implementing the Comdata-eCMS Interface* document for details.

## Modification System Requirements

eCMS v.4.1 SP2 Fix Pack 6 includes this modification.

The Comdata-eCMS Interface must be implemented and licensed.



## Comdata Reconciliation Interface

### Select the **Setup Groups** Tab

Create a group for Comdata Reconciliation.

**Setup Group**

**Group Name**       ▼

**Portfolio Name**       ▼

**Available Services**       ▼

**URL/Path**        
 For Trimble - /APIService/CATDataTopics/{feed\_no}/{queue\_name}/{type}/{record\_no}  
 For PMWeb - \cms\ap\invoice.csv  
 For Web2 - /tools/import/orgcontact.aspx?b=ecms

**Email Recipient(s)**        
Define multiple email addresses separated by comma(,) or semicolon(,)

**Group Name:** To add, select “---Create New Group---” from the dropdown then enter a descriptive name for the new group. To edit, pick a group name from the dropdown.

**Portfolio Name:** On add, select the Comdata portfolio map.

**Available Services:** On add, select *COMDATA - Reconciliation*.

**URL/Path:** Not used for Comdata.

**Email Recipient(s):** Enter zero or more valid email address(es). If notification is enabled for the Comdata Instance, an email will be sent to the email address(es) every time the scheduler is run. If no address is entered, no email will be sent.

Click the **Save** button to keep changes; **Cancel** to ignore.

## Comdata Reconciliation Interface

### Select the **Setup Schedule** Tab

Create a schedule for Comdata Reconciliation. This Schedule can be set to run automatically or it can be run manually (ad hoc) anytime to retrieve the records whenever you choose.

**Setup Schedule**

<b>Available Group</b>	<input type="text" value="Comdata Reconciliation"/>
<b>Recurring Interval</b>	<input type="text" value="Daily"/> ▼
<b>Repeat Interval</b>	<input type="text" value="480"/> <b>Minutes (1-1439)</b>
<b>Start Time</b>	<input type="text" value="5:00 am"/> ▼
<b>End Time</b>	<input type="text" value="5:00 am"/> ▼
<b>Active</b>	<input type="checkbox"/>

**Recurring Interval:** Select Daily, Weekly, or Monthly. Daily is for every day. Weekly allows selection of which day(s) of the week to run the process. Monthly allows selection of the day of the month to run the process.

**Repeat Interval:** If you want the process to run one time at the start time on the specified day, leave blank. Otherwise specify how many minutes to wait before the next run.

**Start Time** and **End Time:** Select the hours the scheduler is to run the job. If the *End Time* is the same as the *Start Time*, the process will repeat running as defined by the Repeat Interval for all 24 hours of the day. The example shows running the job every 480 minutes (8 hours), or three times a day, every day when activated.

**Active:** To have the scheduler run automatically, check this box. Unchecked, only manual ad hoc running will be available.

Click the **Save** button to keep changes; **Exit** to ignore.

## Comdata Reconciliation Interface

### View the downloaded reconciliation data

*Menu Path: APP > Listings > Comdata Master*

After the Comdata reconciliation data has been retrieved automatically or ad hoc, you can review the data. The IDI Comdata Master listing is used for this purpose. It shows the Comdata “checks” that have been reconciled.

The default\* view may not provide all the columns you want, so you will need to modify the IDI default or other view to show the additional information retrieved. If you don’t have authority to change the view, someone with authority will need to make the changes. After you make the changes so the listing shows the information you want, save the view so it can be used again in the future. You can make the modified view your new default view, if you want. It can also be a view for just yourself or a global view others can also use.

A sample of the IDI listing view is shown on the following page. Here are some fields you may want to have in your view.

- **Card Number** shows the Comdata card that was used for payment.
- **Check Date** shows the date of the payment transaction.
- **Check Number** shows the check number of the payment transaction.
- **Discretion Code 1** shows the amount of the latest payment transaction(s) for the card. The amount shown here is the total amount, which may include multiple invoice transactions on the same virtual card invoice. When the Discretion Code 1 is blank, that transaction invoice is not active.
- **Error Message** shows the errors, if any, on a transaction.
- **Invoice Date** shows the date of the invoice.
- **Invoice Number** shows the number of the invoice transaction.
- **Net Check Amount** shows the amount for each invoice;
- **Virtual Card Invoice Number** shows the invoice number paid using Comdata.

# eCMS User Guide

## Comdata Reconciliation Interface

### Sample Listing:

Here is a sample listing of the Comdata Master with added fields.

Comdata Master					
Tools View As with date					
Company	Vendor Number	Net Check Amount	Check Date	Discretion Code 1	Virtual Card Invoice Number
3/23	3,609	500.00	03/26/2018	4895.0	577418
3/23	3,608	500.00	04/06/2018	4025.64	577431
3/23	3,609	800.00	04/06/2018	4895.0	577432
3/23	99,361	100.00	05/03/2018	300.0	577433
3/23	99,361	200.00	05/03/2018	300.0	577433
3/23	99,360	100.00	05/08/2018	100.0	577434
3/23	99,361	200.00	05/08/2018	200.0	577435
3/23	3,608	2,100.00	06/15/2018	2100.0	577452
3/23	3,609	2,200.00	06/15/2018	2200.0	577453
3/23	3,610	2,300.00	06/15/2018	2300.0	577454
3/23	99,360	2,400.00	06/15/2018	2400.0	577455
3/23	99,361	2,500.00	06/15/2018	2500.0	577456
3/23	3,609	800.00	07/06/2018	1700.0	577467
3/23	3,609	900.00	07/06/2018	1700.0	577467
3/23	3,610	100.00	07/06/2018	300.0	577468
3/23	3,610	200.00	07/06/2018	300.0	577468
3/23	3,609	100.00	07/11/2018	300.0	577469
3/23	3,609	200.00	07/11/2018	300.0	577469
3/23	3,610	300.00	07/11/2018	700.0	577470
3/23	3,610	400.00	07/11/2018	700.0	577470
3/23	3,608	100.00	06/15/2018		577447
3/23	3,608	200.00	06/15/2018		577447
3/23	3,609	300.00	06/15/2018		577448
3/23	3,609	400.00	06/15/2018		577448
3/23	3,609	500.00	06/15/2018		577448
3/23	3,610	600.00	06/15/2018		577449
3/23	99,360	700.00	06/15/2018	700.0	577450
3/23	99,361	800.00	06/15/2018		577451
3/23	99,361	900.00	06/15/2018	900.0	577451
		<b>148,707.58</b>			